

# Memorandum

TO : Registrar/TR

DATE: 16 January 1964

FROM : C/AIB/RS/TR

SUBJECT: Weekly Activities Report No. 2  
8 - 14 January 1964

## I. SIGNIFICANT ITEMS

None

## II. OTHERS

A. Work on the new OTR Catalogue of Courses progresses. Responses to our request for revisions of course descriptions has been good, though we have not heard as yet from two of the OTR Schools and three of the components which give training. C/HT/OS reports that changes in the prerequisites and description of his courses have been discussed with DDP/TRO.

Because HT/OS Instructors who have changed pre-requisites want these to go into effect as soon as possible, AIB plans to flag such courses and changes in a Special Bulletin to alert Training Officers immediately and since we don't expect to be able to get the Catalogue out until the end of February.

B. We have reserved the Headquarters Rooms 1A-07 and 1A-13 for the special USEFUL presentation scheduled on 18 and 19 February.

C. The salient points covered in the meeting of OTR supervisors conducted by [REDACTED] OP, on 7 January were brought to the attention of members of the Branch: workman's compensation, emergency addressees, and beneficiaries on government insurance policies. In addition attention was called to the matter of safety belts, last day for Denta insurance, security and the downstairs cafeteria; and the requirement to read the Headquarters information on Employee Conduct.

25X1A9a

SUBJECT: Weekly Activities Report No. 2 (cont.)

D. In order to cover the announced dates of the Intermediate Course on Counterinsurgency for middle-grade officers, which the School of Foreign Affairs of the FSI has organized, we will put a brief announcement of the course and the 1964 dates in the next issue of the OTR Bulletin.

W E. Weekly Attendance. 13-17 January - 774 persons attended 94 internal OTR courses or programs.

III. PERSONNEL

25X1A9a A. [REDACTED] returned from sick leave on  
25X1A9a Wednesday the 15th and will not begin her LWOP until 31 January.  
[REDACTED] has concurred in Mary's changing her departure date from the 17th of January.

25X1A9a B. [REDACTED] is scheduled to take PETB on Friday,  
25X1A9a 17 January. The scheduling was arranged by [REDACTED]

25X1A9a [REDACTED]